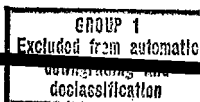


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Personnel & Training Branch Activity Log  
12 August 1963

Item	Comment
1. Career Board Meeting	9 and 10 Promotion Meeting
2. SL Position Changes	a. Six new SL Positions approved in OSA (net increase) (1 - GS-14) (2 - GS-13) (3 - GS-12) (1 - GS-11)  b. Lost GS-9 position - [REDACTED] 25X1A6a which was filled by military  c. New GS-11 SL position approved [REDACTED] 25X1A6a
3. BEC Claims	Eight claims of <del>impaired</del> employees are in process
4. Rotation of SL Designees	Two designees reported to OL One designee reported to NE/Division Log Off.
5. Conversion to Career Employee	Of a total of 30 employees in Provisional, Deferred and Denied Status all but 12 have been converted to Career Employment. The 12 are pending resolution.
6. Classification Survey and Reorganization of PSD	The revised Staffing Complement proposed as a result of the recently completed classification survey of PSD is currently pending approval of the Agency Manpower Control Officer.

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Item

Comment

25X1A6a

7. Transfer of Two Courier Positions and Corresponding Ceiling with Courier Function [REDACTED]

A Staffing Complement Change Authorization dated 1 August 1963 added two GS-5 Courier positions to the OL S/C, with a corresponding increase in the OL ceiling. The total OL authorized personnel ceiling was increased from [REDACTED]

25X9A2

8. Revision of OL Staffing Complement to Correspond with OL Personnel Ceiling

A Form 261 effecting adjustments in the OL S/C, in response to our request dated 1 April 1963 to bring the number of positions for each OL component in line with its approved ceiling authorization, was finally published 1 August. However, the four positions which we requested be established in the OL Development Complement were disapproved. Therefore, the total S/C was only increased from [REDACTED] four positions less than the OL ceiling [REDACTED]

25X9A2

25X9A2

9. Classification Survey of LSD

A representative of S&WD/OP met with the OL Personnel Officer and the Acting Chief/LSD on 8 August to begin the classification survey of LSD.

25X1A6a  
25X1A6a

10. Establishment of Finance Officer Positions [REDACTED]

Our request dated 24 July 1963 for the transfer of two ceiling to accommodate these positions is pending with the Office of the Comptroller. The two SF Designees will begin their duties [REDACTED] 19 and 26 August, respectively.

25X1A6a

25X1A6a

11. Request for Increase of 30 Positions for PSD

This "package" is still pending with the Agency Manpower Control Officer. The entering on duty of additional personnel for the SR duplicating project has been curtailed for the present due to OL ceiling problems.

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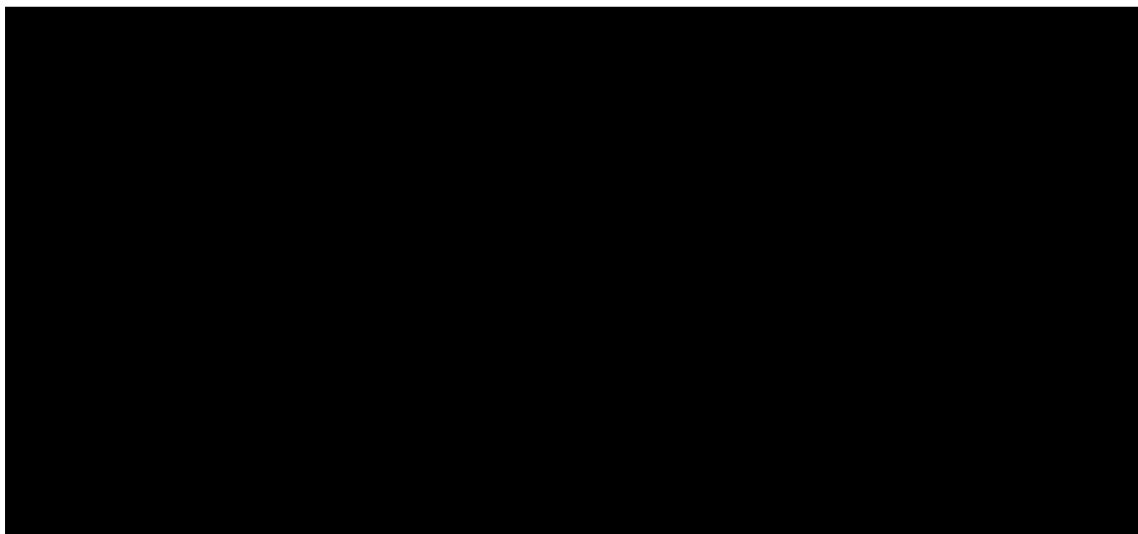
Item	Comment
12. Military Personnel Authorization	MMPD/OP has advised that the OL forecast of military personnel requirements for FY 1964 was approved as submitted in March 1963. With one minor change in internal distribution within OL, the total number of officers approved for OL remains at 12, the same as for the previous fiscal year.
13. Detail of Uncleared Pool Employee to PD	One Clerk Stenographer was obtained from IAS for temporary detail beginning 6 August to assist with unclassified work required in connection with an urgent project assigned to the Industrial Contract Section/PD
14. Personnel Accessions-----10	<p>The following personnel reported for duty in OL:</p> <ul style="list-style-type: none"> <li>1 Military (LCDR)</li> <li>2 Bindery Operatives</li> <li>2 Couriers</li> <li>5 Clerical (2 of these returned from LWOP)</li> </ul>
15. Personnel Losses-----2	One Color Photographer was released for transfer to NPIC. One General Mechanic Assistant resigned.
16. Personnel Recruitment:	
Logistics Trainees:	
Full Clearances	
Received-----1	Individual will EOD 26 August.
Invitee Clearances	
Received-----4	OP is contacting applicants concerned to arrange appointments for OL interviews and pre-employment medical and polygraph examinations.

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Item	Comment
Declinations-----1	Declined our offer to accept another position in private industry.
Transportation Assistants	One applicant was interviewed and his processing at the GS-9 level is being continued, pending results of professional testing.
Procurement Assistants	One applicant was interviewed but is being rejected based upon unfavorable impression during interview and questionable motivation and career interests.

17. OL Personnel Statistics  
(as of 7 August 1963)



25X9A2

OL Employees on LWOP - 5  
Summer Employees on Duty - 43

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Item	Comment	
18. Logistics Trainees	[REDACTED] began the two-week Intelligence Orientation Course on 5 August.	25X1A9a
	[REDACTED] are undergoing "on-the-job" training in Procurement and Transportation Divisions.	25X1A9a
19. Mid-Career Training Program	All DD/S Components are scheduled to report to the Office of the DD/S by 16 August the names and proposed training schedules of their FY 1964 candidates for the Mid-Career Training Program. OL has tentatively selected five GS-13's from Category "A" to begin the Program in FY 1964.	
20. Senior Officer Courses	Three OL Careerists will be nominated by the DD/S for the Senior Officer Schools 1964-1965.	

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OL/AS/B&F

ACTIVITY LOG

12 Aug. 1963

Item	Comment									
FY 1965 Office Estimates	<p>The Budget and Fiscal Branch/AS is in process of preparing the annual OL Office Estimates for FY 1965. These estimates will be within the following ceiling allowances:</p> <table><tr><td></td><td><u>FY 1964</u></td><td><u>FY 1965</u></td></tr><tr><td>Positions</td><td></td><td></td></tr><tr><td>Dollars</td><td></td><td></td></tr></table>		<u>FY 1964</u>	<u>FY 1965</u>	Positions			Dollars		
	<u>FY 1964</u>	<u>FY 1965</u>								
Positions										
Dollars										

25X9A2